

From: [REDACTED]
To: [REDACTED]; Fleetham, Joan
Cc:
Subject: Re: FW: Treatment of absence for civil servants to carry out paid work connected to elections
Date: 30 April 2025 14:13:24
Attachments: [image001.png](#)

CAUTION – This email has been received from outside the NICS network. If you have any concerns, please report for investigation.

Hi [REDACTED] /Joan

The rules set out in paragraph 9.2.5 (d) of the Civil Service Management Code (CSMC) make it clear that civil servants that are granted time off work with pay are prohibited from accepting any additional remuneration other than for travel and subsistence. It also makes it clear that for any period of approved unpaid absence (such as special leave) due to public service, the individual in question must only accept remuneration or compensation up to the extent of their loss of earnings (e.g. their day rate in their Civil Service job).

What this means in practice is that civil servants should not be accepting any form of pay when granted any kind of paid time off from work, including annual leave.

I'm not aware of any exception to this rule apart from one related to the Armed Forces, (9.2.6 of the CSMC. This states that departments must allow members of the Reserve Forces, Territorial Army and Cadet Forces to accept payments which result from such service. It also adds that they are, "not subject to the restrictions imposed by paragraph 9.2.5 (d)".)

I hope this is helpful.



[REDACTED]
Pay, Policy and Pensions
Civil Service Reward & Employment
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On Fri, 25 Apr 2025 at 11:27, [REDACTED] wrote:

Hi [REDACTED]

Thanks for getting back to me on this. I am going on leave next week so would be grateful if you could respond additionally to Joan Fleetham (Employee Relations Policy -Head of Branch- see cc above).

The NICS HR Policy Director is due to meet with the Chief Electoral Officer for N Ireland shortly to discuss this issue and it would be very helpful to have any information you may have to help inform the discussion.

Regards

[REDACTED]

[REDACTED] | HR Policy | People & Organisational Development | NI Civil service

Bruce Street | Belfast | BT2 7 JD

Contact [REDACTED]

Tel [REDACTED]



From: [REDACTED] >
Sent: 17 April 2025 15:00
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: FW: Treatment of absence for civil servants to carry out paid work connected to elections

Hi [REDACTED]

Thanks for this. Copying my colleague, [REDACTED] to help as we work together on the Civil Service Management Code.

Thanks,
[REDACTED]



[REDACTED]
Head of the Employment Framework
Civil Service Reward and Employment
Pay, Policy and Pensions
[REDACTED]

On Thu, 17 Apr 2025 at 14:46, [REDACTED] wrote:

Good afternoon [REDACTED]

You kindly provided information to Joan Fleetham Head of Employee Relations Policy Branch in NICS last year, related to treatment of paid work in other public sector bodies undertaken by civil servants in GB. You referred to the specific requirements of the Civil Service Management Code and how it would apply in these circumstances.

We have had a related query recently from the Chief Electoral Officer in Northern Ireland, voicing concerns around any intention to restrict NICS employees (at any grade level) from taking secondary paid employment connected to elections – both local elections and to the NI Assembly -e.g as Polling Clerks, Presiding Officers etc. He made reference to “Democracy Days” which he advised are widely used in other jurisdictions. These are designated days when a civil servant undertakes work on election duties and where an exemption is applied in relation to the “double payment from the public purse” issue . The assertion being that the particular knowledge and lengthy experience of civil servants in election duties is essential to the smooth running of the democratic process.

I would be keen to find out if this exemption is something recognised and applied in GB and if so how this is operated in practice. For example, is the time off spent on election duties covered by paid special leave or annual leave or are there options around this.

If you no longer deal with this work area I would be grateful if you would forward on as appropriate and advise.

I appreciate your help with this

Regards

[REDACTED]

[REDACTED] | HR Policy | People & Organisational Development | NI Civil service

Bruce Street | Belfast | BT2 7 JD

Contact: [REDACTED]

Tel : [REDACTED]

